



**Policy Title:**  
Committee Membership Recusal

**Policy Identifier:**  
USCSOMC - UME – 1.07

<b>Prepared by:</b> Office of Academic Affairs	Creation Date: 4-16-24
<b>Reviewed by:</b> MD Program Policy and Procedures Committee	Review Date: 8-16-24
<b>Approved by:</b> MD Program Policy and Procedures Committee	Effective Date: 8-16-24
<b>Category:</b> Undergraduate Medical Education	

**LCME Standards**

1.2 – Conflict of Interest Policies

**Scope**

University of South Carolina (USC) School of Medicine Columbia faculty, staff, and students.

**Policy Statement**

While participation, particularly of faculty, on School of Medicine committees is not only encouraged, but necessary for the School of Medicine to function and conduct business; there are instances, specifically involving actions concerning applicants or current students, where the faculty member is expected to recuse his/herself from voting. This is necessary to protect the applicant/student from unfair bias in the process.

**Reason for Policy**

The purpose of this policy is to formally state those instances when committee members should recuse themselves from voting on actions specifically aimed at MD program applicants and current MD students in the School of Medicine.

**Procedures**

While the list of committees and potential conflicts is not meant to be all inclusive it is expected that committee members will exercise good judgement and will recuse themselves from the committee prior to the discussion of the applicant/student and in some instances should not serve on the committee. A faculty member’s recusal should be noted as part of any official minutes of the committee meeting. Conflicts of interest can include, but are not limited to, the following relationships:

*Admissions Committee* (See specific policy [Adm - 1.04](#))

- Current or former close personal relationship with applicant or their family
- Current or former professor of applicant
- Relative of applicant

*Academic Review Committee, Honor Committee, Leave of Absence Committee, Student*



*Promotions Committee, and Student Services Committee*

- Close personal relationship with the student
- Current course/block/clerkship director of student (ineligible to serve on Academic Review)
- Relative of student

**Contacts**

Office of Academic Affairs

**History**

Date of Change	Change
4-16-24	Drafted policy in new template